



EXCHANGE SUITE TERMS AND CONDITIONS

Royal Exchange Theatre (herein referred to as 'the Theatre')
St Ann's Square, Manchester, M2 7DH
Tel. 0161 615 6790
www.royalexchange.co.uk
Registered charity no. 255424

The Exchange Suite is available to Platinum Members, Supporters' Circle Members, Corporate Members, and Board Members (including Honorary Board Members and Associates) as part of their benefits package (herein referred to as 'Member')

- I. The Exchange Suite will be available for selected Members (as specified above) to book for pre-show and interval on Friday evening, Saturday matinee, and Saturday evening performances
 - a. The Suite will be available to access one hour before the performance start times (1.30pm for matinees and 6.30pm for evening shows), and again in the interval
 - b. The Suite will be reopened at the end of the performance for guests to collect coats and belongings only. If guests wish to remain in the Theatre, they must make exit the Suite and make their way to The Rivals Café and Bar
- II. The Exchange Suite must be requested a minimum of 48 hours in advance of a performance by the named Member
 - a. Members must book directly with the Development team by emailing rachel.morris@royalexchange.co.uk or by calling 0161 615 6707
 - b. The booking is only confirmed once an acknowledgement email confirming the booking has been sent by the Development team
- III. Guests of the named Member are permitted in the Suite and must be declared at the point of booking with the Development team
- IV. The Theatre reserves the right to close the Suite to Members for external hires and bookings at our own discretion. If a Member requests the Suite and it is unavailable, a complimentary drinks voucher for The Rivals Café and Bar will be granted to the named Member and guest(s)
- V. The Suite will be locked once the performance commences and unlocked at the interval and after the performance by the Suite Usher on duty
- VI. Belongings left in the Exchange Suite are left at the owner's personal risk
- VII. Staff managing the Exchange Suite reserve the right to refuse entry or to eject any Member and/or their guest(s) if they behave in a disruptive, threatening or abusive manner towards any person, damages or threatens to damage any property, or acts in a manner which – in the Royal Exchange Theatre's sole opinion – brings the Theatre into disrepute
- VIII. As with any licensed bar, the purchase of alcohol will be restricted at the sole discretion of the Theatre based on the behaviour of the individual and/or their guest
- IX. All laws in relation to a licensed bar apply to the Exchange Suite
- X. Drinks tabs must be settled with the Suite Usher in the interval
 - a. If there is not an interval for the performance, tabs must be settled before the show commences
 - b. If a drinks tab is not settled on the night, the Member will be invoiced by the Theatre
 - c. If a drinks tab remains unpaid for 30 days or more, entry to the Exchange Suite will be denied until the bill is settled.